



Assumption School families, welcome to the new school year! We look to the 2020-2021 school year with a lens of optimism but can't ignore the world we are in with COVID-19. We are committed to providing a safe, balanced, and rigorous educational experience for our students, families and faculty/staff. We will adapt our learning plans this year to be sure and meet all safety and health guidelines of the diocese, county, and state officials. Assumption School will meet the expectations of excellence in our academics, using best practices, working with effective educational technology, and supporting our faculty and staff to challenge our students whether it be at home or at school.

Below is an overview of how school will be as we begin this school year in **distance learning**. It also covers the move to a hybrid model for gradual safe return to in-person learning and instruction. Please review and discuss all expectations with your student to enjoy their success this year.

Our *FOCUS*, our *HOME*

Hope in Faith

Our world today needs hope, and the Assumption Community brings that hope to each parent, student, and faculty/staff as well as the broader community. We find hope in the one good thing we can do next. As we teach and learn together this year, we keep in faith for better times ahead and witness hope to each other in our community.

Opportunity to Help

Assumption School prides itself on being a place where students, parents/guardians, faculty and staff explore being socially responsible citizens who actively serve and enrich the community. Through our various student and parent organizations as well as in the school learning environment we will continue to find ways to help. By helping our students understand that this transition is not just keeping us as individuals safe but also keeping our school, community, state, and world safe and healthy.

Motivation to Learn

The value of an Assumption School education has always gone beyond classroom instruction. Students are strengthened by our relationships with each other, faith formation, moral and character

education, and co-curricular school community activities. Assumption students have shown great resilience in any situation as they are grounded in Assumption values.

Empathy in relationships

Assumption School staff, students, and parents/guardians are a loving and supportive extended family. In these challenging times, our families are more important than ever to our social and emotional well being. We can be together in person right now but we demonstrate and model our compassion for one another by regularly connecting and communicating with each other from a place of understanding and empathy. Assumption School students also demonstrate this respect for each other and for learning by being fully present and engaged in the learning process, whether it is online or on campus.

Learning Expectations for Student (TK-2nd)_____

- Teaching and learning will happen daily during distance learning.
- Attend class virtually from home according to the distance learning schedule provided by teachers based on the schedule below
- When online attending an online session, be ready to learn - follow zoom guidelines like taking turns, staying on mute unless called, and being patient.
- Check Seesaw for video or written instructions for assignments.
- Follow our free dress guidelines during the online school day.
- Internet access is required. If a student is unable to access the internet, the student and parent must reach out to Assumption School to discuss ways we can support you.
- Do not gather in large groups. Distance learning is intended to slow down the spread of the virus and ensure the health of students.

Learning Expectations for Students (3rd-8th)_____

- Teaching and learning will happen daily during distance learning
- Attend class virtually from home according to the distance learning schedule provided by teachers based on the schedule below
- Online instructional student attendance will be taken daily by teachers - please arrive to the zoom meeting on time and ready to learn.
- Check Seesaw or Google Classroom for daily instructions.
- Turn in assessments/assignments on time.
- Remain available so that teachers can contact you for the 45-minute scheduled class period.
- Check school email at least once a day (all students will have school emails).
- Follow our free dress guidelines during the online school day.
- Internet access is required. If a student is unable to access the internet, the student and parent must reach out to Assumption School to discuss ways we can support you.
- Connect with your homeroom teacher via email or zoom with any questions or concerns; teachers will be available online to students as needed daily.
- Do not gather in large groups. Distance learning is intended to slow down the spread of the virus and ensure the health of students.

Expected *Distance Learning Schedule*

School is still in session. Classes will continue to meet regularly during their scheduled days via Zoom.

Your student will receive instruction in Seesaw (TK-5) or Google Classroom (6-8). All homeroom teachers will meet with students daily. Teacher meetings will be virtual on Zoom (synchronous) in a whole class setting. Academic time/periods can include whole-class or small-group virtual sessions with teachers including science, art, library, Spanish, Motor Skills, music, and PE. It is also time for students to complete assignments independently (asynchronous instruction) or with adult support.

In our 4 - 8th grade sessions, schedules will be provided by teachers and coordinated with specialty teachers. Periods will include instructional time via Zoom (synchronous) or pre-recorded/posted instruction (asynchronous), time to complete the assignments or projects, and opportunities for small-group virtual sessions. Periods will include all core classes and specialty classes including PE, Art, and Music.

TK - 3 Expected Learning Schedule		4 - 8 Expected Learning Schedule	
8 - 8:15	Virtual Morning Assembly	8 - 8:15	Virtual Morning Assembly
8:45 - 9:00 9:00 - 9:15 9:15-9:30	Teacher Morning Class Meeting - Attendance TK - K 1st - 2nd 3rd	8:15 - 8:25 8:25 - 8:35 8:35 - 8:45	Period 1 - HOMEROOM Attendance 4th-5th 6th - 7th 8th
8:15 - 9:30	Not in a meeting? Get a snack, morning movement, start work!	9 - 9:45	Period 2
		9:45 - 10:00	Recess/Snack
9:30 - 11:30 a.m.	Academic Time	10:00 - 10:45	Period 3
11:30 - 12:30 p.m.	Creative Time with Mrs. Rudiak on Zoom (opt)	10:45 - 11:30	Period 4
12:30 - 1 p.m.	Lunch	11:30 - 12:45 p.m..	Lunch/Free Choice/Quiet Time
1 - 1:30 p.m.	Free Choice/Quiet Time	12:45 - 1:30 p.m.	Period 5
1:30 - 2 p.m.	Teacher Afternoon Class Meeting	1:30 - 2:15	Period 6
2 p.m. - 3 p.m.	Academic Time	2:15 - 3:00	Period 7
3 p.m. - 4 p.m.	Afternoon Fresh Air	3:00 - 4 p.m.	Afternoon Fresh Air

Friday Collaboration

Friday Collaboration is weekly time reserved for students, parents, and faculty to meet virtually for a variety of academic and co-curricular activities outside of regular Monday through Thursday class time during Distance Learning and Hybrid Learning. On Fridays, the only Zoom meeting required by all students is the Teacher Morning Meeting at 8:15 a.m. - 9:30 a.m. for attendance and check in. On this day, the schedule is flexible and teachers will not host normal zoom meetings to allow for this collaborative time. We believe that social interactions and leadership opportunities are integral to an Assumption School education, so we commit to providing them for you even while we are in distance learning.

Students' participation in Friday Collaboration activities will vary depending on their co-curricular interests and involvement, but we encourage all students to take advantage of this time. Examples of Friday Collaboration activities include but are not limited to students in small groups or 1:1 appointments with teachers, student leadership meetings, optional elective lessons, peer tutoring, physical activities and challenges, faculty meetings and planning sessions, faith-family activities, and conferences for academic intervention.

Google Classroom and Seesaw

Resources and strategies may differ from class to class, but all weekly Distance Learning Plan overviews and directions, content, and access to Zoom virtual meetings will be posted to Google Classroom for 6th-8th grades and Seesaw for TK - 5th grades. Learning Plans provide detailed instruction for students and parents with links as needed and follow the same format regardless of grade or class. If there are any questions, please direct your student to these platforms before reaching out to the teacher.

Parents will be emailed regularly by teachers to support student learning in all classes and share the weekly Daily Learning Plans.

School Supplies

School supplies purchased by families will be used at home. Students will need supplies on hand to complete offline assignments. No supplies will be brought to school during Visiting Day. Once we transition to Hybrid and In-person learning, students will be expected to have school supplies on hand at school.

Devices

Assumption School is a 1:1 school and can provide the devices from the classrooms to borrow for families in need of a device for student learning. These devices are considered school property and a device agreement needs to be signed and returned to the school to borrow a device. Families are liable for the cost of damaged, lost, or broken devices and device components. Device agreement forms will be sent home in a welcome packet mailed to your home and should be returned on Visiting Day.

Zoom

All classes will be using Zoom for live instruction. Zoom is a video conferencing application that allows students and teachers to interact in real time to deliver content. If students do not have it already, they should download zoom now. Go to <https://zoom.us/join> and enter the teacher's meeting ID number. Each teacher will have a unique meeting ID number that they will provide to students.

Students are expected to be present in the virtual Zoom classroom at the beginning of class with their camera on, ready to learn. Please have a discussion with your student about the importance of staying engaged during the school day. Zoom behavior includes muting your microphone, raising your hand to share, and being respectful to the learning taking place.

Pick up/Drop Off Days

During Distance Learning, there will be scheduled pick up and drop off days every two weeks at the school for teachers and parents to exchange paperwork and supplies as needed. Teachers will notify families in advance if parents need to come to pick up any materials for their students. A schedule based on families' last names to provide social distancing will be provided in our weekly emails to families. All safety precautions should be followed on these days.

Powerschool

After October 1st after the first trimester progress report, students and parents in grades 4 - 8 grades can check student progress in Powerschool.

Attendance

Students will report to the Zoom homeroom teacher morning meetings daily at 8:15 a.m. Official attendance will be taken everyday. Students attending morning meetings will be marked present. If students are not at the morning homeroom meetings, they will be marked absent.

If students arrive tardy to class, it is *the parent's/student's responsibility* to notify the teacher and the office (assumptionattendance@cndo.org) immediately by email so that their attendance status can be changed from absent to tardy.

Absent Protocol

If a student is unable to attend class, parents/ guardians must email the student's teacher by 9:00 a.m. For students in grades 5 - 8, students must email all their teachers to work out a plan as to when they will complete their missing work. If a student is absent from online classes more than two days without any contact from parents, the student's teacher will contact parents via email or phone for a check-in.

Grades

Assumption School will continue to follow our assessment and grading practices as outlined in our school parent/student handbook.

Teachers in TK - 3 will contact parents about student progress at minimum bimonthly. Teachers in grades 4 - 8 will update their grades regularly on Powerschool, and students and parents should reach out to the teacher first if they have any questions about grades.

Tech Support

Our Tech Coordinator, Mr. Darren Deonigi, will be monitoring its email during normal school hours.

Please email Mr. D (ddeonigi@cndo.org) regarding any technology concerns. Please include a parent phone number so that he can contact you quickly. All efforts will be made to quickly contact you to resolve the issue.

Workload Concerns

If you or your student have concerns about the workload, or what is being asked of them, we are asking families to follow this protocol:

1. In grades 5 - 8, students should contact the teacher and explain exactly how long this assignment is taking them and the student should ask how long it should take. In grades TK - 3, parents should contact the teacher and discuss concerns and possible solutions.
2. In grades 5 - 8, parents should schedule a time to meet with the teacher to discuss concerns and solutions.
3. If their teacher is unable to help, parents and students should reach out to Mrs. Lana Rocheford (lrocheford@cndo.org).

Internet/Power Issues

The Internet is essential to maintaining teaching and learning in an online setting. In the event of internet or power loss, please do the following:

- Parent/guardian must email their teacher. If you are unable to email, please call our office at 510-357-8772.
- Students should attend class if they are able to use Zoom on a phone. If they cannot access class, your student (or parent) must contact the teacher and inform them that the student will not attend class on Zoom during that period. We recommend downloading the Zoom and having your student's email accessible on your cell phone.

Students are expected to complete the work within 24 hours of the original due date.

Office Hours and Breaks

Office hours are still part of the scheduled school day so students are expected to connect with their teachers during this time. Teachers will be available during this time.

Students are not expected to be available during breaks or the lunch break. Participation in Friday Collaboration will vary by student and activity, but is highly encouraged. Any school holidays or breaks are non-instructional days for students.

Reminders About Behavior

1. All of Assumption School's policies outlined in our Student / Parent Handbook, including our academic integrity policy, remain in effect while we are learning off campus.
2. Please remember our social media policy.

Transition to Hybrid Model

Assumption School will follow all diocese, county, and state guidelines for a safe return to in person instruction, including but not limited to masks/ cloth facial coverings, physical and social distancing, and limiting the daily number of students in a classroom and on campus.

Schedules will be similar between distance and hybrid learning. We will share additional details and

training leading up to the transition back to on-campus teaching and learning. Additionally, we will provide Extended Care for families that need childcare beyond school hours. Extended Care will be limited to allow for proper distancing and coverage.

Families will have the option to continue distance learning until they are comfortable with the return to on campus learning.

Much more communication and details will be shared in the lead up to implementing our hybrid model.

Additional Support

- Our School Counselor, Ms. Sandra Schnabel will be available from 7:45-3PM three days a week. Please reach out to set up a phone call or Zoom conference if you need additional support by emailing Ms. Schnabel at sschnabel@csdo.org.
- Teachers will be available during your scheduled class time, office hours, and Friday collaboration/after school hours by appointment.
- Administration will be available via email to support and assist with any questions or concerns.
- The School Office will be open via phone and email daily. For questions regarding tuition or FACTS tuition management, attendance, parent service hours and fundraising obligations, or health records, contact Christine Viviani at cviviani@csdo.org. For information regarding the facilities, enrollment, scheduling an appointment with Mrs. Rocheford or any issues contacting teachers, contact Alana Seto at aseto@csdo.org.
- Academic support will be available for parents by appointment from teachers and our resource coordinator Sue Mart (smart@csdo.org)
- For any tech issues or questions, please reach out to Mr. Deonigi (Mr. D) at ddeonigi@csdo.org

Thank you for your continued patience, flexibility, and dedication during this challenging time! We are here to support your family and we are honored to be your partners in education.

Assumption School Distance Learning Pledge -

Discuss, review, and sign the bottom of the pledge with your student. Place in a prominent place in your home.

As a student and a digital citizen, I pledge to:

Be responsible. I will ...

- ☐ Do my best to complete my distance learning schoolwork and assignments.
- ☐ Be careful with my device by:
 - ☐ carrying it with two hands.
 - ☐ putting it down on a clean, flat surface.
 - ☐ not eating or drinking when I use it.
- ☐ Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
- ☐ _____

Stay safe. I will ...

- ☐ Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- ☐ Not share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- ☐ Tell my teacher or an adult I trust if anything makes me uncomfortable online.
- ☐ _____

Think first. I will ...

- ☐ Remember that my teachers can see whatever I do and say on the school's device during video meetings, in emails and chats, and on shared documents.
- ☐ Give credit to the sources of online information I use for schoolwork.
- ☐ Know that not all information online is true.
- ☐ _____

Speak up. I will ...

- ☐ Tell my teacher if I'm confused about anything or need help.
- ☐ Be a good friend to my classmates.
- ☐ Tell my teacher or an adult I trust if I see someone being treated poorly or unfairly.
- ☐ _____

Stay balanced. I will ...

- ☐ Set specific times to use my device for distance learning and schoolwork.
- ☐ Follow my family's media plan.

- ☐ Make sure there's time in my day for doing activities that don't involve electronic devices, like exercising and eating healthy food.
- ☐ "Pause for people" and look up if someone wants to talk to me when I'm on my device.

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In exchange, my parent or caregiver will ...

- ☐ Support my digital learning by setting me up for success.
- ☐ Communicate regularly with my teacher about my progress.
- ☐ Help me use technology responsibly and safely and be a good digital citizen.
- ☐ Talk to me about the consequences of my behavior.

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Signed by me

Signed by my parent or caregiver

Date